Personal Awards Quick Guide

Military Awards Branch, Manpower Management, Manpower and Reserve Affairs

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Award Recommendation Admin Screening Checklist. NOTE: On every Block listed are the blocks from the <mark>Print 11533 (HTML)</mark>. When viewing the item numbers on the award info screens or the originator steps screens, the block numbers will be different.

CHECKLIST ITEM/TASK	LOCATION ON *NAVMC 11533*	Standard
Unit Mailing Address	"From" line	Verify that the mailing address is correct for the submitting unit
Full Name	Block 3, citation, SOA	Verify the full name and M.I. of the Marine to ensure it is correct and consistent
Correct Component (USMC, USMCR, USN, USAF, USA, foreign)	Block 4	Verify that the component matches the awardee's correct service
Specific Achievement only if impact award	Block 9	Specific achievement=Impact or singular action/event
Number of Recommended Medals	Block 11	Ex. If award is a NAM, and awardee already has a NAM from the past, then this should read "2" for 2nd Award of the NAM.
Action date match in Citation, SOA, Form	Block 12, citation, SOA	Action dates/meritorious period is consistent throughout award
Verify that Geographic area of service is accurate	Block 13 and citation/SOA	Correct major location selected
Correct occasion of presentation for impact or retirement award	Block 15	Correct selection of award occasion to match situation
Est. Detachment Date is input for non-impact award	Block 15	
New Duty Station address (for transfer awards only)	Block 16	Correct address for forwarding award
Unit at the time of Action is filled out	Block 17	Full official name of unit assigned
PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (check for duplicates)	Block 19	A correct awards line-up
Personal Awards recommended that are not yet approved	Block 20	
Other Personnel being recommended for the same action, if yes, full name and ranks listed	Block 21	For when multiple persons are recommended for actions in the same event
Proper endorsements entered	Block 23	Properly endorsed by chain of command
T.A. Signature Error	Block 23/24	Verify that Trusted Assistant signatures are correctly shown (G-1's only)
Abbreviations in citation (for Air Medals and above only)	Citation	No abbreviations in the citation
Misspellings in citation	Citation	No misspellings in citation
Citation content	Citation	All information in citation is drawn from the Summary of Action
Citation format	Citation	Citation is properly formatted and phrased exactly per Per SECNAVINST 1650.1H pgs. 2-12 to 2-15
Summary of action	SOA	Summary of action is written in a concise, chronological manner.

GETTING INITIAL ACCESS TO iAPS

1. Open Internet Explorer (64-bit version works best) on a CAC-card enabled computer (with supporting ActivClient software).

2. Go to: https://www.manpower.usmc.mil/iaps, click on the button to register.

3. Enter your billet title or put "Marine" in the Title box. Enter the billet you currently hold, such as Company Commander, Detachment OIC, and so forth. iAPS automatically puts this title into the signature blocks when it generates NAVMC 11533 awards forms.

4. Select a unit. You are associating yourself with this unit only for the purpose of processing awards. iAPS does not change the unit that you are officially assigned to in MCTFS automatically, you will need to do this yourself when you PCS (see section on "Changing Your Unit").

5. You can select a unit by searching for it and picking it out of the results array.

6. Enter search criteria into the boxes(all are optional)

   a. Click on the Search button

   b. Find the unit in the list

   c. Click on the radio button next to the unit's name on the left

   d. Click Select

7. The system re-displays the change unit page.

8. If this is the right unit: Click on the Submit button to save the changes

9. If this is not the right unit: Click on the Change Unit button again to search for a different unit

Click submit. Access is then approved by the Unit Awards Admin of the unit you are requesting to join. Contact them after completing these steps to complete the process.

DRAFTING AN AWARD FOR SOMEONE ELSE TO BE THE ORIGINATOR (PREPARE FOR)

10. Ensure that you are a "Preparer for" the user you want to draft an award for. You will find this option under the "My Permissions Tab". IMPORTANT: if you have Preparer permissions and there are no names listed under this permission, then DO NOT attempt to draft any awards. This means the Originator you are supposed to prepare for is no longer in the unit. The awards you draft will have blank originator blocks and will be invalid, requiring that they be rescinded.
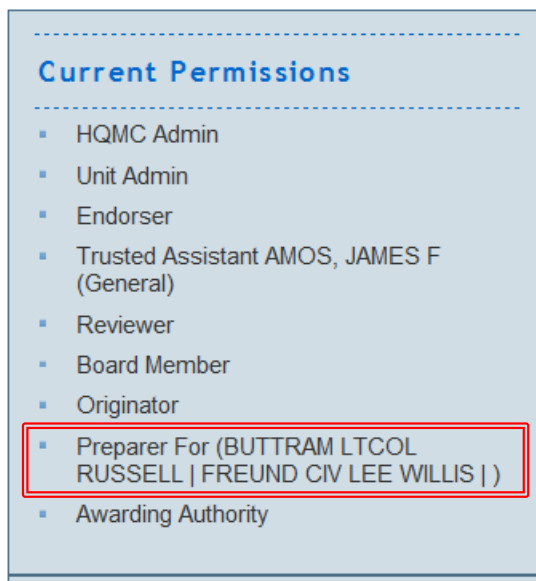
11. Click on the "Create Award" tab on the iAPS home page.

12. Select the level of award you want to originate.

13. Read all of the pop up screens as they arise.

14. NOTE FOR TRUSTED ASSISTANTS. When you get to this screen (Step 1), at the "Originate this award" section, ensure that you select "on my behalf" NOT on behalf of someone else (for those with TA permissions), you will Assign to Originator at a later stage (Step 6). If steps 1-5 are completed improperly the origination fields will be blank or will cause a junior or enlisted Marine to be the originate an award erroneously. Such erroneous awards will be invalid and will require re-origination.

15. When you get to Step 6, choose the originator you want to originate the award on behalf of. Click Submit Recommendation.

16. Once sent to Another Originator, that member will need to access iAPS and choose to "Originate" the award.

ORIGINATING/CREATING AN AWARD RECOMMENDATION

1. Log-on to the HQMC awards website at: https://www.manpower.usmc.mil/iaps/. NOTE: SCREEN SHOTS WILL APPEAR FOLLOWING THE SET OF ACTIONS DESCRIBED FOR EACH PICTURE.

2. Click on the CREATE AWARD tab. NOTE: if you some is enlisted or a junior officer preparing an award for another originator, refer to the "Prepare For" section of this guide after this section for additional instructions.

3. Click on a Personal Award. A window will refresh, when it does it will ask you to type a SSN, service, and the From/To dates for the award. Press submit.

Create Navy & Marine Corps Achievement Medal Award

Full SSN: [   ]   OR Foreign ☐

Service: [USMC ▼]

From: [   ] [📅] (MM-DD-YYYY)

To: [   ] [📅] (MM-DD-YYYY)

[Submit] [Cancel]

4. **STEP 1 ORIGINATOR**:

   a. The next page that opens is the originator page. It will ask you to review your unit mailing address, full name, title, email address and phone number. Once verified, click next.

   b. IMPORTANT: For *TRUSTED ASSISTANTS*, submit on your own behalf then choose to prepare it for someone else (Assign to Another Originator) when you get to Step 6 (otherwise the award will be originated by General SoAndSo on behalf of General SoAndSo). See the "Preparer For" section for more detailed information. In some cases, Trusted Assistant permissions will allow users to originate awards improperly (originator information is filled with an enlisted Marine's information or an originator is junior to the recipient). If a trusted Assistant originates an award without using the "Prepare for" feature, an erroneous award will be created that will not be valid.

   c. A note on numbering in this section: this section is divided into "Steps" and "Blocks". Each "Step" matches up with a different

section the user experiences as they walk through the award origination process. Each "Block" matches up with a corresponding numbered data entry line. Additionally, up through block 21, these block numbers will generally match the block numbers on the NAVMC 11533 form.

5. **STEP 2 NOMINEE**: The second page that opens is the nominee page. You will need to verify the nominees SSN, MOS, full name, rank, and UIC. Note: the rank should be the highest rank held by the nominee during the <u>action dates</u>. Once verified, click next.

6. **STEP 3 AWARD**: Auto-populate will generate blocks 12, 14, and 19 based on MCTFS/MOL.

7. You must verify all these blocks when filling in the rest of the form. Some changes may be needed before submitting the award.

8. **Block 8**. RECOMMENDED AWARD: Select the appropriate personal award using the drop down menu (i.e. NA, NC, BS, ect). This will already be preselected based on the initial award level selection.

9. **Block 9**. SPECIFIC ACHIEVEMENT: The question here really is whether this award is an Impact Award for a single event. Click "yes" or "no".

10. **Block 10**. Type: Choose the appropriate one.

   a. Heroic: For valor or heroism.

   b. Meritorious: For meritorious service or acts.

   c. Heroic Posthumous: For valor or heroism and member is deceased.

   d. Meritorious Posthumous: For meritorious service and member is deceased.

   e. MIA: Member is classified as Missing in Action.

11. **Block 11**. NUMBER OF AWARD OF RECOMMENDED MEDAL (i.e. 1st award, 2nd award, 3rd award): The default is 1. If this is the second or subsequent award, type in the appropriate number. *For example, if a Marine was previously awarded two Navy and Marine Corps Achievement Medals (NAM's), and this award recommendation is another NAM then the number here should be "3" for 3rd Award of the Navy and Marine Corps Achievement Medal.*

12. **BLOCK 12**. ACTION DATE/MERITORIOUS PERIOD: This is the period covered for the award. NOTE, this date should be the same across the Summary of Action and Citation as well. In the case of retirement or end of service, the end date should be the last date the member is present for duty or the day before the commencement of any terminal leave.

13. **BLOCK 13**. GEOGRAPHIC AREA OF ACTION/SERVICE: Select as appropriate. If the one you want is not listed, put "other" and write it in.

14. **BLOCK 14**. EXP OF ACTIVE DUTY: Auto-populates, verify.

15. **BLOCK 15**. OCCASION OF PRESENTATION and ESTIMATED DATE OF DETACHMENT/CEREMONY: Choose the date of detachment or desired presentation date. Put the occasion for the presentation ceremony.

   a. Retirement: Award is to be presented for member's retirement.

b. Transfer: Award is a PCS/end of tour award.

    c. Terminal Leave: Award is to be presented before member's EAS.

    d. Impact: Award is an impact award AKA, 12 months or less.

16. **BLOCK 16**. NEW DUTY STATION: If the member is detaching or has detached to a new command, put the name of the command and its address. Otherwise put the Marine's confirmed home address and contact info.

17. **BLOCK 17**. UNIT AT TIME OF ACTION/SERVICE: Enter the name of the specific sub-unit/activity to which the awardee was assigned during the meritorious period.

18. **BLOCK 18**. DUTY ASSIGNMENT: Enter the billet(s) title or duty assignment.

19. **BLOCK 19**. PREVIOUS PERSONAL DECORATION AND PERIOD RECOGNIZED: This box will auto-populate if the awardee has awards that were awarded to him/her. If there are no awards, type "N/A". It is important that his block is verified and accurate. For other service awardees, this block will require the originator to verify their service records.

20. **BLOCK 20**. PERSONAL AWARDS RECOMMENDED NOT YET APPROVED: If there are no awards that the awardee is waiting for, then type "N/A".

21. **BLOCK 21**. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: Add Marines that are being recommended for the same act or check the "No other personnel…" block. Click next to get to the next step.

17. **Unit at Time of Action / Service:***	
18. **Duty Assignment:***	
19. Previous Personal Decorations	

(Format: Two Letter Award Code - MM/DD/YYYY)

20. Personal Awards Recommended Not Yet Approved:

(Format: Two Letter Award Code for MM/DD/YYYY - MM/DD/YYYY submitted on MM/DD/YYYY)

21. Other Personnel Being Recommended for Same Action: (Select USMC-affiliated personnel. Type non-affiliated personnel into the text block.)

Add Marine

☐ No other personnel recommended for this award.

(Format: Grade Last Name, First Name Middle Initial)

⬅ Back   ➡ Next   💬 Comment   ✖ Cancel

22. **STEP 4: BLOCK 22**. SUMMARY OF ACTION:

   a. Either type or cut and paste from a word document, then press next. Check the box on whether this info was personally known to you or if you are preparing the award based on some other documentation.

   b. All Marine Corps awards require a detailed Summary of Action. Avoid generalities and excessive use of superlatives. Present an objective summary, giving specific examples of the performance and the manner in which it was accomplished, together with the results and benefits derived. The amount of detail and supporting documentation required depends upon the circumstances and the nature of the award being recommended; in general, a single page will suffice. You can also attach any relevant documents at this point by clicking the attach button.

STEP 1: ORIGINATOR	STEP 2: NOMINEE	STEP 3: AWARD	**STEP 4: SUMMARY OF ACTION**	STEP 5: CITATION	STEP 6: ROUTING

Summary of Action: Please describe the activities recognized in this award recommendation.*
If you manually type your SOA into iAPS, please save your work at least once every 15 minutes to avoid a loss of information that could occur if your session times out.

22. I certify the facts contained in the summary of action are:* ☐ Known to me ☐ A matter of record

✔ABC

⬅ Back   ➡ Next   💾 Save Draft   💬 Comment   📎 Attach   ✖ Cancel

23. **STEP 5: BLOCK 23**. CITATION: Either type or cut and paste from a word document, then press next. SPELL CHECK BEFORE YOU DO THIS. See **Per SECNAVINST 1650.1H pgs. 2-12 to 2-15** for more detail.

a. <u>PART 1: CITATION OPENING SENTENCE</u>

   (1) (COMPONENT 1 of 2) Formal Standard Initial Phrasing:

      (a) Medal of Honor: "For conspicuous gallantry and intrepidity at the risk of his/her life above and beyond the call of duty ... "

      (b) Navy Cross: "For extraordinary heroism ... "

      (c) Distinguished Service Medal: "For exceptionally meritorious service to the Government of the United States in a duty of great responsibility ... "

      (d) Silver Star Medal: "For conspicuous gallantry and intrepidity in action ... "

      (e) Legion of Merit: "For exceptionally meritorious conduct in the performance of outstanding service ... "

      (f) Distinguished Flying Cross: "For heroism (or extraordinary achievement) while participating in aerial flight ... "

      (g) Navy and Marine Corps Medal: "For heroism ... "

      (h) Bronze Star Medal: "For heroic achievement (or meritorious achievement) (or meritorious service) (or heroic service) in connection with combat operations against the enemy (or operations involving conflict with an opposing foreign force) ... "

      (i) Meritorious Service Medal: "For outstanding meritorious achievement or service ... "

      (j) Air Medal: "For heroic (or meritorious) achievement in aerial flight ... "

      (k) Navy and Marine Corps Commendation Medal: "For meritorious service (or meritorious achievement) (or heroic service) (or heroic achievement) while serving as ... "

      (l) Navy and Marine Corps Achievement Medal: "For professional achievement (or heroic achievement) in the superior performance of his/her duties while serving as ... "

   (2) (COMPONENT 2 of 2) MEMBER/UNIT IDENTIFICATION: The second part of the citation's opening sentence identifies the recipient by name, describes specific duty assignments, his/her general accomplishments and the outstanding personal attributes displayed. e.g. (COMPONENT 1- [*For outstanding meritorious service...*] COMPONENT 2- *[...while serving as* (Billet, Unit), Regimental Combat Team 8, 2d Marine Division (Forward) from (Month year) to (Month year) in support of Operation ENDURING FREEDOM.]

b. <u>CITATION BODY</u>. Statement of Heroic/Meritorious Achievement or Service describes specific duty assignments, his/her accomplishments and the outstanding personal attributes displayed.

   (1) All items mentioned in the citation must be mentioned in the Summary of Action. The Citation should be highlights from the Summary of Action.

   (2) CITATION RETIREMENT STATEMENT (FOR RETIREMENT AWARDS): It is appropriate to indicate the years of service for a retirement award in the second to last sentence i.e. "Captain Doe's superior performance of duties highlights the culmination of 24 years of honorable and dedicated service."

c. <u>CITATION END SENTENCE/COMMENDATORY REMARKS</u>. The phrasing format in this part is formal and standardized. Deviations from this format should not be made.

   (1) The third part of the citation states that the outstanding attributes, mentioned or implied in the second part, "reflected credit upon himself/herself and were in keeping with the highest traditions of the United States Naval Service." **If an award is given in the name of the President, then the individual has reflected "great credit" upon himself/herself (Air Medal and above)** . In the case of Marines, use " ... traditions of the Marine Corps and the United States Naval Service." (Note: for sailors this last part should read "traditions of the United States Naval Service").

   (2) There are two options for the format of the last sentence i.e. when to use HIM/HER and when to use HIMSELF/HERSELF:

      (a) Beginning with the individual's name: "<u>First Lieutenant Doe's</u> bold leadership, wise judgment, and complete dedication to duty reflected great credit upon <u>him</u> and were in keeping with the highest traditions of the Marine Corps and the United States Naval Service."

      (b) Beginning with the three attributes: "<u>By his bold leadership</u>, wise judgment, and complete dedication to duty, First Lieutenant Doe reflected great credit upon <u>himself</u> and upheld the highest traditions of the Marine Corps and the United States Naval Service."

Citation: Please enter the official citation.

If you manually type your Citation into iAPS, please save your work at least once every 15 minutes to avoid a loss of information that could occur if your session times out.

Click here for Citation examples in SECNAVINST 1650.1H   ✓ABC

PROFESSIONAL ACHIEVEMENT (or HEROIC ACHIEVEMENT) IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS...

...REFLECTED CREDIT UPON (HIM/HER OR HIMSELF/HERSELF) AND UPHELD THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

986 characters left.

| Back | Next | | Save Draft | Comment | Attach | Cancel |

24. **STEP 6 ROUTING**: The last thing you will do is submit the award to the next originator/endorser/Unit Admin. Consult with your Unit Admin to ensure that the award is processed per the unit's SOP's. Once you select the correct option, press Submit Recommendation.\

    a. In some cases, Trusted Assistant permissions will allow users to originate awards improperly (originator information is filled with an enlisted Marine's information or an originator is junior to the recipient). If a trusted Assistant originates an award without using the "Prepare for" feature, an erroneous award will be created that will not be valid.

    b. After you submit recommendation, ensure that you "View Award" immediately and verify that the originator block is accurate. If it shows an enlisted originator or an originator that is junior to the award recipient, the user must immediately rescind the award as invalid.

| HOME | CREATE AWARD | REPORTS | AWARDS BOARDS | MANAGE USERS | CAR/HSM | PH | ARCHIVE | My Permissions My Unit Tools FAQ Logout |

| STEP 1: ORIGINATOR | STEP 2: NOMINEE | STEP 3: AWARD | STEP 4: SUMMARY OF ACTION | STEP 5: CITATION | STEP 6: ROUTING |

Routing: Please identify the next person in your chain of command who must take action on this award. If you are unsure of who to route this award to, or the next person in your chain of command does not appear, choose "My Unit Award Administrators".

To: ⦿ Endorser   CHOOSE AN ENDORSER ▼

○ Reviewer

○ Another Originator
   Note: If you are preparing this award for another officer, select this option.

○ My Unit Award Administrators

| Back | Next | | Save Draft | Comment | Attach | SUBMIT RECOMMENDATION | Cancel |

Key References

- SECNAVINST 1650.1H, Awards Manual

- MARAMINs/ALNAV's

- DoD 1348.33-M, Manual of Military Decorations and Awards (volumes 1-3)

- MCO 1650.19J, Administration and Issue Procedures for Decorations, Medals, and Awards

- **MARADMIN 636/13** CLARIFICATION ON POLICY FOR JOINT AND OTHER U.S. ARMED SERVICE AWARDS

- **MARADMIN 626/13** ADMINISTRATIVE INSTRUCTIONS FOR THE SUBMISSION OF RECOMMENDATIONS FOR THE HUMANITARIAN SERVICE MEDAL (HSM)

- **MARADMIN 186/13** DEPARTMENT OF STATE MEDALS

- **MARADMIN 038/13** REVISED ELIGIBILITY CRITERIA FOR AWARD OF THE COMBAT ACTION RIBBON (CAR) AND UPDATED COORDINATING INSTRUCTIONS

- **MARADMIN 680/13** AWARDS UPDATE (PARAGRAPH 6 AND 7 ONLY)

- **MARADMIN 021/13** AWARDS UPDATE (PARAGRAPH 3)

- **MARADMIN 493/12** ENHANCEMENTS TO THE IAPS TO EXPEDITE COMBAT AWARDS FOR VALOR

- **ALNAV 060/11** PROCEDURAL CHANGES FOR LEGION OF MERIT (LM) IN FOUR DEGREES AWARD

- **MARADMIN 398/10** AWARDS UPDATE (PARAGRAPH 4 ONLY)

- **MARADMIN 0514/09** AWARDS UPDATE (PARAGRAPH 3 ONLY)

- **MARADMIN 0240/09** MODIFICATION TO EYEWITNESS STATEMENT REQUIREMENTS FOR COMBAT AWARDS

- **MARADMIN 042/08** IMPLEMENTATION OF THE IMPROVED AWARDS PROCESSING SYSTEM (IAPS)

- **MARADMIN 294/03** UNIT DIARY ENTRIES FOR PERSONAL AND SERVICE AWARDS

Where to go to enter or delete awards in MCTFS/MOL or OMPF

Action	Marine Corps Personal Award	Other Service Personal Award	Unit Award	Campaign or Service Award
Reporting on MCTFS	MMMA-2 (**auto** via iAPS)	MMMA-2 (via SMB email)	IPAC	IPAC
Filing Awards Forms in OMPF	MMMA-2 (**auto** via iAPS)	MMMA-2 (via SMB email)	N/A	MMRP
Filing Formal Award Certificates in OMPF	MMRP	MMMA-2 (via SMB email)	N/A	MMRP
Deleting erroneous award info from MCTFS	MMMA-2 (via SMB email)	MMMA-2 (via SMB email)	IPAC	IPAC

- Your local IPAC can run any unit or service award

- Your local IPAC CANNOT run ANY personal award (MARADMIN 294/03 & MCTFS Update)

- Ensure your OMPF matches your MOL awards page/MBS, that all awards in MOL/MCTFS/MBS have supporting documentation in your OMPF

- MMRP OMPF Section @ smb.manpower.mmrp@usmc.mil puts documents in your OMPF, if it isn't in MCTFS, they will verify with the Awards Branch

- MMMA puts personal awards data in MCTFS which populates MOL and your Master Brief Sheet. Verified awards sent to MMMA will then be entered into the member's OMPF if none of the supporting documentation is present.

The Awards Writing Methodology (OTTER)

Organize the facts: Originator gathers and orders facts to determines type and level of award that is appropriate (heroic/valorous/meritorious)

Take Statements: Witness statements, basic facts/input, POC info collected (For Navy and Marine Corps Medal or BV and above). Substantiate major facts with statements or observer input.

Transcribe Summary of Action: write a narrative based on notes and statements. Factual and orderly.

Extract Citation: Draft formal citation based on the Summary of Action

Review your work.